

Retention and Classification Report

Agency: Children's Service Society of Utah (249)

124 S 400 E
attn: Marty
Salt Lake City, UT 84111
355-7444

Records Officer

03132	Annual reports
10369	Foster home study case files
10368	Substitute care case files
10370	Welfare publications and reports

AGENCY: Children's Service Society of Utah

SERIES: 3132

3

TITLE: Annual reports

DATES: 1957-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Children's Service Society of Utah

SERIES: 10369

3

TITLE: Foster home study case files

DATES: undated

ARRANGEMENT: Alphabetical

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

Reviews of existing or perspective homes for foster care.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 07/05/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Children's Service Society of Utah

SERIES: 10369

TITLE: Foster home study case files

(continued)

PRIMARY CLASSIFICATION:

Controlled

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Children's Service Society of Utah

SERIES: 10368

3

TITLE: Substitute care case files

DATES: 1928-

ARRANGEMENT: Numerical by case number

TOTAL VOLUME:

DESCRIPTION:

These files document services provided to children under the age of 18 who have experienced severe emotional disturbances, physical disability, and social maladjustment and have been in substitute care placement. The Department of Human Services obtains custody of the child by an order from Juvenile Court. Information includes psychosocial evaluations, family studies, financial disclosures, treatment plans, progress notes, supportive services, court orders and health and education records and fees.

RETENTION:

Retain 25 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 05/17/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

AGENCY: Children's Service Society of Utah

SERIES: 10368

TITLE: Substitute care case files

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the information provided on the placement and care of children in foster care.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Children's Service Society of Utah

SERIES: 10370

3

TITLE: Welfare publications and reports

DATES: undated

ARRANGEMENT: None

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.